

STORMWATER TASK FORCE (SWTF)
MINUTES
October 27, 2016

The Stormwater Task Force (SWTF) met in the Ritter Building, first floor conference room, as scheduled, with Matt Allison, Sarah Cammer, Phyllis Luck, and Jack Rabbitt present. Also in attendance was Lunenburg Land Use Director, Adam Burney and Design Consultants, Inc. (DCI) representative Ed Himlan. The meeting opened at 6:30 pm.

Minutes of the October 4 meeting were accepted.

Adam Burney conveyed that the contract awarded to DCI to prepare the Notice of Intent for the new MS4 permit will be sent to DCI in November; he'll advise the SWTF when that has been accomplished. Ed Himlan expressed that he is looking forward to working with us on this important project. He articulated several items that he will need access to as he gets started:

1. All available GIS information on the Town's stormwater infrastructure
2. The Town's Stormwater Management Plan (Adam gave Ed a copy)
3. Conservation Commission Regulations
4. Stormwater Pollution Prevention Plan (SWPPP) for the DPW

Adam will insure that Ed is provided with these.

Ed provided the DCI TABLE ONE BUDGET – LSWTF RFQ, as an outline of the proposed task capsule and schedule. Jack Rabbitt requested that he add hours used to the Proposed Schedule as they are expended, as a gauge to ascertain that the project is on time and on budget. Ed agreed.

Ed also provided "Table 1: Estimated costs and hours for the 2014 MA MS4 permit for rural, suburban, and urban communities", taken from the EAP website (MS4 link). The SWTF may use this as a tool in estimating potential costs to Lunenburg.

There was a general discussion of the SWTF's charter and goals, and how Ed's work will assist in the development of a comprehensive stormwater management plan, as articulated in the SWTF mission Statement, which is: "The Stormwater Task Force is charged with the development of a comprehensive stormwater management plan that complies with state and federal regulations, provides a storm and surface water system that controls damage from storms, protects surface water quality and protects the environment. The plan shall determine which local agency or agencies will be responsible for implementation, establish the estimated cost of the program, as well as provide for the creation of an ongoing funding source to enable its success."

Ed also mentioned that the Massachusetts Watershed Coalition (MWC) will host a free workshop on 11/18 (9–11:30) at Mount Wachusett Community College to consider cost-effective stormwater solutions for cities and towns. Phyllis will attend.

Ed will next meet with us during our December 8 meeting; his associate, Michael F. Clark, will also join us. They will bring information on a Best Management Practices (BMP) catalog they have created that will soon be available. Ed left the meeting at the conclusion of our discussion.

Phyllis conveyed that she & Matt Marro, Conservation Agent, will attend the Central Mass Regional Stormwater Coalition (CMRSWC) workshop to be held at the Millbury DPW on Friday, 10/28, where hands on field work will be explored. Phyllis will also attend the Stormwater Finance Forum, at UNH, Durham, on November 15 & 16. Both workshops are free.

The SWTF delayed discussion of Technical Staff Designee for the CMRSWC; Jack Rodriquenz is currently penciled in for that role.

Under “Member Issues”, there was discussion about bringing more volunteers aboard. Jon O’Connor has expressed interest in helping. Phyllis will reach out to him to determine if he’d consider becoming an Alternate, which would allow him, when 4 of the 5 SWTF members are present, to vote on SWTF matters. A discussion with the Board of Selectmen would follow to make that happen.

There was a discussion on scheduling meetings for the remainder of 2016: there will be meetings on November 17 and December 8.

Motion to adjourn was made at 8:15 p.m., by Matt Allison, seconded by Sarah Cammer, all voted in favor.

Next meeting will be Thursday, November 17, at 6:30 p.m., Ritter Building, upper conference room.

DCI TABLE ONE BUDGET - LSWTF RFQ

Task #	Task Capsule	MWC est. hours @ 50/hr.	DCI est. hours @ 100/hr.
1	Review 2003 SWMP for compliance with 2016 MS4 permit & determine deficiencies	30 hrs.	8 hrs.
2	Review all 2003 MS4 Annual Reports, TMDL reports, town bylaws, meet with DPW Director and other town staff to determine existing SWMP and SW management system	30 hrs.	30 hrs.
3	Based on Tasks 1& 2, make recommendations for 2003 SWMP to better meet the needs and means of town to comply with 2016 MS4 permit	20 hrs.	15 hrs.
4	Present review of 2003 SWMP outlining recommended changes, and work with SWTF to finalize a SWMP	60 hrs.	10 hrs.
5	Draft 2016 MS4 NOI and review with SWTF	30 hrs.	25 hrs.
6	File 2016 MS4 NOI before 8/1/17	10 hrs.	10 hrs.
	Estimated time	180 hrs.	98 hrs.
	Estimated budget	9,000	9,800

Proposed Schedule

Task	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.
1	>	X							
2	>	>	X						
3			>	X					
4				>	>	X			
5						>	Draft NOI		
6							>	File NOI	
Qtr reports			X			X			X

Notes:

- Assumed date of LSWTF/DCI contract is November 2016
- RFQ does not specify quarterly reports but project would include reports and invoices
- MS4 permit timetable requires SWMP submission by July 2018 (after NOI is filed)